



CALIFORNIA
BAY-DELTA
AUTHORITY

CAREER OPPORTUNITY

8/1/03

Office Assistant (T) (PI) - Salary: \$1908 - \$2515

or

Office Technician (T) (PI) - Salary: \$2390 - \$2905

The California Bay-Delta Authority offers a high visibility, dynamic work environment with opportunities for advancement. Join the team implementing the plan that will fund the largest ecosystem restoration in the country, and will improve water supply reliability for over 22 million Californians while balancing the state's environmental protection and economic growth.

We are seeking to fill two Permanent Intermittent Office Technician/Office Assistant jobs. Typical duties include but are not limited to:

- ≡ Greet a variety of callers and visitors including top government officials and citizens groups. Respond to telephone inquiries or direct to appropriate staff. Coordinate various administrative assignments.
- ≡ Type, format and proofread correspondence and other documents. Assist with preparation and distribution of meeting materials for various public meetings associated with the Bay-Delta Public Advisory Committee and the California Bay-Delta Authority. Reserve meeting rooms, audio-visual equipment, and set up meeting rooms.
- ≡ Make travel arrangements and prepare travel expense claims; maintain records. Assist with records management and other business services as needed.

Special Requirements: Ability to move up to 15 pounds; stamina and ability to sit at desk, typewriter, and/or computer for extended periods of time; standing for long periods of time may be required while filing and copying; ability to deliver and retrieve various documents.

Who can apply: Persons who currently have either SROA or Surplus status in this classification.

Where to apply: Applications should be submitted to Kim Ferrell, HR Office * California Bay-Delta Authority * 650 Capitol Mall, 5th Floor * Sacramento, CA 95814. For more information on the California Bay-Delta Authority, visit our website at <http://calwater.ca.gov/>

Final Filing Date: Applications will be accepted until the positions are filled.

THIS COULD BE THE JOB FOR YOU!

